

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

RETIREMENT INVESTMENT TECHNICIAN

DEFINITION

Under general direction performs specialized technical investment administrative work in the development and execution of various programs of the investment program of IPERS; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Performs analytical duties related to the investment of the daily cash balance; supports the analysis of the cash flow for the fund and other investment related evaluation in order to keep management aware of market conditions and the fund's position.

Supports the preparation of components of various programs pertaining to the interrelationship between IPERS, its custodian bank, and other financial institutions with which it deals on a daily basis.

Assists in the performance of technical responsibilities for management in their evaluation and screening of alternate investment vehicles and proposals; the development of future investment strategies, portfolio diversification, and funds' allocation; in their analysis of investment policy to determine which services can be performed internally; and their review of investment policy parameters and changes in investment policy to reflect changes in economic conditions and the investment environment.

Supports the research of a variety of investment periodicals and journals in order to stay abreast of current market situations, trends, forecasts, and projections of investment firms; researches economic trends and analyzes financial reports.

COMPETENCIES REQUIRED

Ability to acquire knowledge of the basic characteristics of all forms of stocks, bonds and short-term investments.

Ability to acquire knowledge of corporate and financial accounting systems.

Ability to acquire knowledge of stock and bond portfolio management.

Ability to acquire knowledge of the economic and political factors affecting interest rates and stock prices.

Ability to acquire knowledge and understanding of financial requirements of a wide variety of business enterprises.

Ability to acquire the knowledge to analyze and interpret accurately financial statements of documents which are submitted in relation to pending or completed negotiations.

Ability to operate computer terminals, adding and calculating machines requiring eye/hand coordination in designated positions.

Ability to perform arithmetic operations quickly and accurately.

Ability to understand instructions and their underlying principles.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from high school or the G.E.D. equivalency and three years of experience which involved compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal program data;

OR

satisfactory completion of post high school course work in an accredited program of secretarial, business or closely related curriculum may be substituted for the required experience on the basis that one month of concentrated education is equivalent to two months of experience;

OR

substituting the successful completion of thirty semester hours or the academic equivalent in a post high school Business finance, Accounting or closely related curriculum for each year of the required experience;

OR

any equivalent combination of qualifying education or experience.

Effective Date: 10/88